

Handwritten initials and signature

MEMORANDUM FOR THE RECORD

24 May 1971

Meeting on 21 May, 1971, including the following:

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[Redacted] Chief/SSS
[Redacted] Deputy Chief/SSS
[Redacted] CIA Records Admin Officer
[Redacted] DDS/RMO
[Redacted] (OF/RMO
[Redacted] A&L Staff
[Redacted] OF/EO

The above met to discuss the possibility of re-approaching CI Staff on the subject of the 30-year retention they have placed on certain Finance records. The following points were brought up:

1. There are approximately 2,300 cubic feet of bulky field station accountings which are over 12 years old and which, from a Finance standpoint, can be destroyed. (See Paragraph 2 below.)
2. Before actual destruction we must complete our job of extracting indigenous payroll vouchers. It was agreed that this point would not be pertinent to a discussion with CI.
3. 164 cubic feet of Headquarters vouchers are ready to turn over to CI Staff, because the support-type material has been removed and destroyed. (Note from writer: 936 cubic feet were screened in order to accomplish this.) In addition, 174 cubic feet are over 12 years old and have never been screened, so they still contain support-type material.
4. Requests from CI for assistance in tracing activities of suspect individuals have been very few over the past several years, probably about four or five. [Redacted] is going to ask Records Center to supply [Redacted] with information on the recall activity for material over 12 years old.
5. When asked to search for receipts which were recorded on Finance vouchers as "in file in Area Division," CI Staff did not produce the receipts, and replied to our memorandum with the comment that they wished us to keep all records of this type for 30 years as previously agreed.
6. [Redacted] said we have unequivocal permission to destroy records after microfilming, as stated in the Public Laws, and did not need to be concerned about the question of "preservation required by law." However, he is concerned about records being held in "custodial or fiduciary" capacity and will report back. [Redacted] emphasized the fact that the Director of Finance insists on having written evidence of the authority to destroy.

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MEMORANDUM FOR THE RECORD (cont'd)

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7. [] inquired as to whether or not we are taking steps to see that incoming field accountings have been separated so that the 56-year material can be retired separately. He laid emphasis on the fact that the separation should be accomplished in the field. [] explained that the Registry is presently examining accountings as received, and removing true-name indigenous payrolls, and there are plans to attack the problem at the source, in the field station.
 8. A decision was made to appeal the retention period without mentioning our intention to microfilm. The question of whether or not to microfilm these records if kept only 12 years was set aside for later consideration.
 9. [] informed [] regarding the fact that the A&L Staff is looking into the COM application, and also the situation relative to the new SIPS program, i.e., the GIM software package, etc. They feel a decision cannot be made on COM as a substitute for microfilm capability until other software has been examined.
 10. Brief mention was made [] of the need to destroy receipts for \$15.00 or less.
 11. Mention was also made of the fact that CI has established precedent by taking over the microfilming of records the Office of Personnel wished to destroy.
 12. [] is to:
 - a. Obtain attachments to Mr. Bush's memo of 13 Sept 1968, Subject: Purge of Retired Office Records.
 - b. Obtain records regarding the request sent to the DDP/RMO to make a test search for receipts in their files.
 - c. Supply exact figures on material 12 years old, etc., and figures showing the rate of deposit over the years.

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